

**INTERNAL QUALITY ASSURANCE CELL**  
**KURUKSHETRA UNIVERSITY KURUKSHETRA**  
[Established by the State Legislature Act XII of 1956]  
(‘A<sup>+</sup>’ Grade, NAAC accredited)

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No. IQAC/18/600  
Dated: 31.01.2019

**Proceeding**

Three meetings of the Committee approved by the Vice –Chancellor constituted of following members for framing the modalities for anti-plagiarism policy in the University were held on August 9, 2018, December 19, 2018 and January 23, 2019 in the office of Dean Academic Affair, KUK.

The following members were present:

1. Dean, Academic Affairs (.....in the Chair)
2. Dean, Research and Development
3. Co-ordinator, IQAC
4. Director, UIET
5. Librarian  
(Director, UIET could not attend the meeting held on January 23, 2019)

The following decisions were taken in the meeting: -

1. The Committee discussed the issue thoroughly and framed the rules and regulations for promotion of Academic integrity and plan of plagiarism in Kurukshetra University, Kurukshetra. (as enclosed at Annexure-A)
2. The committee also recommended the Department/Institute (as per Annexure –B) for the allotment of 40 user licenses of the anti-plagiarism software procured by the University Library.

  
Dean, Academic Affairs

  
Dean, Research & Development

  
Coordinator, IQAC

  
Director, UIET

  
Librarian

**KURUKSHETRA UNIVERSITY KURUKSHETRA**

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Rules and Regulations for Promotion of Academic Integrity and Prevention of Plagiarism  
in Kurukshetra University.

**Objectives:**

- (i) To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher and staff.
  - (ii) To establish mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
  - (iii) To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of University committing the act of plagiarism.
1. Every student submitting a thesis, dissertation, or any other such documents (excluding assignments, project reports, course work, term papers, answer scripts etc.) to the University shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism (Annexure-I).
  2. The documents including thesis and dissertation shall be duly checked through a plagiarism detection tool approved by the University.
  3. Each supervisor shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free (Annexure-I).
  4. The soft copies of all dissertations and thesis shall be submitted to INFLIBNET within a month after the award of degrees for hosting in the digital repository under the “Shodh Ganga e-repository”.
  5. There shall be University Repository on University website to include thesis/dissertation etc.
  6. The similarity checks for plagiarism shall exclude the following:
    - (a) All quoted/referred work with all necessary permission, if required.
    - (b) All references, bibliography, table of content, preface and acknowledgements.
    - (c) All generic terms, laws, standard symbols, and standard equations.
    - (d) Common knowledge or coincidental terms, up to fourteen (14) consecutive words.
    - (e) Research papers published by the student from his/her thesis/dissertation.

Handwritten signatures and initials at the bottom of the page, including a large signature that appears to be 'A. K.' and other smaller marks.

7. Departmental Academic Integrity Panel (DAIP):

- (a) All Departments/Institutes in the University shall notify a DAIP whose composition shall be as given below:
  - (i) Chairman – Chairman/Director of the Department/Institute
  - (ii) Member - Senior academician from outside the department, to be nominated by the Vice-Chancellor.
  - (iii) Member - A person well versed with anti plagiarism tools, to be nominated by the Chairman/Director the Department/Institute.

The tenure of the members in respect of points (ii) and (iii) above shall be two years.

The quorum for the meetings shall be 2 out of 3 members (including Chairman).

- (b) The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- (c) The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- (d) The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the UAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

8. University Academic Integrity Panel (UAIP):

- (a) There will be a UAIP whose composition shall be as given below:
  - (i) Chairman – Dean, Academic Affairs/Senior academician of the University.
  - (ii) Member - Senior Academician other than Chairman, to be nominated by the Vice-Chancellor
  - (iii) Member - One member nominated by the Vice-Chancellor from outside the University
  - (iv) Member - A person well versed with anti-plagiarism tools, to be nominated by the Vice-Chancellor.

The Chairman of DAIP and UAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

- (b) The UAIP shall consider the recommendations of DAIP.

- (c) The UAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- (d) The UAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of University.
- (e) The UAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- (f) The UAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Vice-Chancellor within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.
- (g) The UAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

#### 9. Detection/Reporting/Handling of Plagiarism

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the DAIP. Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the UAIP of the University.

The University authorities can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the University on the basis of findings of an examiner. All such cases will be investigated by the UAIP.

#### 10. Levels of Plagiarism and Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the University only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

University Academic Integrity Panel (UAIP) shall impose penalty considering the severity of the Plagiarism.

### 7.1: Penalties in case of plagiarism in submission of thesis and dissertations

Level of Plagiarism	Similarities	Penalties
0	Upto 10%	No Penalty
1	Above 10% to 40%	Student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.*
2	Above 40% to 60%	Student shall be debarred from submitting a revised script for a period of one year.*
3	Above 60%	Student registration for that programme/topic shall be cancelled.
Repeated Plagiarism		Student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

\*Subject to the time period mentioned in the ordinance of Ph.D./Master degree

- Note: (i) If plagiarism or any other form of malpractice is proved on a date later than the date of award of degree or credit as the case may be then the Academic Council of Kurukshetra University on the recommendation of the Vice-Chancellor shall have the right to withdraw the candidate's degree or credit awarded to him/her.
- (ii) If plagiarism is proved for a thesis/dissertation work submitted in a language not recognized by the recommended software/tool, then appropriate penalty will be recommended by UAIP (or an expert committee constituted by the Vice-Chancellor) and approved by the Vice-Chancellor.

### 7.2 Penalties in case of plagiarism in academic and research publications

Level of Plagiarism	Similarities	Penalties
0	Upto 10%	No Penalty
1	Above 10% to 40%	Shall be asked to withdraw manuscript.
2	Above 40% to 60%	(i) Shall be asked to withdraw manuscript. (ii) Shall be denied a right to one annual increment. (iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.
3	Above 60%	(i) Shall be asked to withdraw manuscript. (ii) Shall be denied a right to two successive annual increments. (iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.
Repeated Plagiarism		Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the University.

Note: (i) IF plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be withdrawn or put in abeyance for a period recommended by UAIP and approved by the Vice-Chancellor.

(ii) If plagiarism is proved for academic and research publications submitted in a language not recognized by the recommended software/tool, then appropriate penalty will be recommended by UAIP (or an expert committee constituted by the Vice-Chancellor) and approved by the Vice-Chancellor.

11. If there is any complaint of plagiarism against the Chairman/Director of Department/Institute or authorities at the University level, a suitable action, in line with these regulations, shall be recommended by the UAIP and approved by the Competent Authority.
12. If there is any complaint of plagiarism against any member of DAIP or UAIP, then such member shall excuse himself/herself from the meeting(s) where his/her case is being discussed/investigated.
13. The Librarian will conduct the workshops/training programs for all the stakeholders including students, research scholars, staff etc. of the University for using plagiarism detection tools and creating awareness about plagiarism.
14. Elements of responsible conduct of research and publication ethics shall be included in the Ph.D. course work.
15. Elements of responsible conduct of research and publication ethics shall be included in the Orientation and Refresher courses organized for faculty and staff members.
16. These rules and regulations will be applicable to the Ph.D. thesis submitting w.e.f. April 1, 2019 onwards and to M.Tech./M.Phil/M.Sc. Tech/M.Sc./M.A. dissertation for the students taking admission in first year in the session 2019-20 onwards.
17. These guidelines may be reviewed after one year of its implementation.

Format for certificate for the thesis/dissertation submitted in a language recognized by the  
Plagiarism detection tool

Supervisor's Certificate

It is certified that the thesis/dissertation entitled \_\_\_\_\_  
(title of the thesis/dissertation) submitted by \_\_\_\_\_ in the department/institute of  
\_\_\_\_\_, Kurukshetra University Kurukshetra for the partial  
fulfillment/fulfillment of award of \_\_\_\_\_ degree is an authentic work done under  
my/our supervision and is plagiarism free as per rules and regulations of Kurukshetra  
University.

This work done in the thesis/dissertation has not been submitted for the award of any other  
degree to the best of my/our knowledge and belief.

Supervisor(s) signature

Student's Undertaking

I \_\_\_\_\_ hereby declare that the work present in the thesis/dissertation entitled  
\_\_\_\_\_ (title of the thesis/dissertation) in the partial  
fulfillment/fulfillment of the requirements for the award of \_\_\_\_\_ degree,  
submitted in the department/institute of \_\_\_\_\_, Kurukshetra University  
Kurukshetra is an authentic record of my own work done under the supervision of  
\_\_\_\_\_ and is plagiarism free as per rules and regulations of Kurukshetra  
University.

This work done in the thesis/dissertation has not been submitted for the award of any other  
degree to the best of my knowledge and belief.

(Signature of the Student)

Format for certificate for the thesis/dissertation submitted in a language not recognized by the  
Plagiarism detection tool

Supervisor's Certificate

It is certified that the thesis/dissertation entitled \_\_\_\_\_  
(title of the thesis/dissertation) submitted by \_\_\_\_\_ in the department/institute of  
\_\_\_\_\_, Kurukshetra University Kurukshetra for the partial  
fulfillment/fulfillment of award of \_\_\_\_\_ degree is an authentic work done under  
my/our supervision and is plagiarism free to the best of my/our knowledge and belief.

This work done in the thesis/dissertation has not been submitted for the award of any other  
degree to the best of my/our knowledge and belief.

Supervisor(s) signature

Student's Undertaking

I \_\_\_\_\_ hereby declare that the work present in the thesis/dissertation entitled  
\_\_\_\_\_ (title of the thesis/dissertation) in the partial  
fulfillment/fulfillment of the requirements for the award of \_\_\_\_\_ degree,  
submitted in the department/institute of \_\_\_\_\_, Kurukshetra University  
Kurukshetra is an authentic record of my own work done under the supervision of  
\_\_\_\_\_ and is plagiarism free to the best of my knowledge and belief.

This work done in the thesis/dissertation has not been submitted for the award of any other  
degree to the best of my knowledge and belief.

(Signature of the Student)

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Sr.No.	Department/ Institute	Sr.No.	Department/ Institute
1	A.I.H (Shared with Philosophy)	21	Management
2	Biochemistry	22	Math
3	Biotechnology	23	Microbiology
4	Botany	24	Music & Dance
5	Chemistry	25	Philosophy
6	Commerce	26	Physical Education
7	Computer Sc.	27	Physics
8	Economics	28	Political Sc.
9	Education	29	Psychology
10	Electronics	30	Public Adm.
11	English	31	Social Work
12	Fine Arts	32	Sociology
13	Geography	33	Statistics
14	Geology	34	T. Hotel Mgt.
15	Geo-Physics	35	USIC / Instrumentation
16	History	36	Zoology
17	Home Science	37	Environmental Sc.
18	Journalism / I.M.C.M.T	38	UIET
19	Law	39	Pharmaceutical Sc.
20	Library & Info Sc.	40	JLN Library

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